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BY-LAWS,

RULES, AND REGULATIONS,

OF THE

JEFFERY HALE HOSPITAL,

AT QUEBEC.

Quebec:

PRINTED BY MIDDLETON AND DAWSON, AT THE QUEBEC GAZETTE
PRINTING AND PUBLISHING ESTABLISHMENT.

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EXTRACT OF THE WILL OF THE LATE JEFFERY
HALE, ESQUIRE.

"I hereby give, devise, and bequeath my property, known as the Lecture Hall, in St. Ann street, together with my Middlesex, London, and Hamilton debentures, unto the said Christian Wurtele, in trust, and upon condition that he shall realize and dispose of the same to the best advantage, and apply the proceeds thereof to the establishment, at Quebec, of a Protestant Hospital, for the relief and cure of all sick and infirm persons professing the Protestant religion, without regard to sect or denomination; the same to be for ever under Protestant control, and to be organized under the said Christian Wurtele, assisted by the said Reverend David Marsh and Dr. John Racey, or of a majority of them, and subject to such regulations as they shall deem most fit and proper. To have and to hold the same unto the said Christian Wurtele, his heirs and assigns, for ever, in trust, for the uses, ends, and purposes herein above set forth. It is my desire, in order to secure the permanency of the objects I have contemplated, that the said Christian Wurtele, assisted as above, should consider the propriety of applying for an Act of Incorporation for each of the said Sabbath School and Protestant Hospital, with such provisions as he shall deem necessary to secure the establishment of both upon a sound Protestant basis, free from all sectarian or denominational bias, and in a manner consistent with my own private views, with which he is well acquainted."

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AN ACT FOR THE INCORPORATION

OF

JEFFERY HALE'S HOSPITAL

OF THE

CITY OF QUEBEC.

ASSENTED TO 18TH SEPTEMBER, 1865.

WHEREAS the late Jeffery Hale, Esquire, Preamble.
who hath recently departed this life, did,
by his last Will and Testament, bequeath to
Christian Wurtele, of Quebec, real and personal
property amounting in value to nine thousand
pounds or thereabouts, in trust and upon the
condition that he should and would realize and
dispose of the same to the best advantage, and
apply the proceeds thereof to the establishment,
at Quebec, of a Protestant Hospital, for the relief
and cure of sick and infirm persons professing the
Protestant religion, without regard to sect or
denomination, the same to be for ever under
Protestant control and direction; and whereas,
in his said Will, he suggested that an Act of
Incorporation should be obtained by the said
Christian Wurtele, the Reverend David Marsh,
and Doctor John Racey, in order to secure the
permanency of the said Hospital; and whereas
the said Christian Wurtele, the Reverend David
Marsh, and Doctor John Racey, have, by their

petition, prayed to be incorporated for the above purpose; and whereas it is desirable to grant to the said petitioners such an Act of Incorporation: Therefore, Her Majesty, by and with the advice and consent of the Legislative Council and Assembly of Canada, enacts as follows:

Certain persons
incorporated
with certain
powers.

By-laws.

Proviso.

Real property,
and limitations
respecting it.

Personal pro-
perty.

1. The said Christian Wurtele, the Reverend David Marsh, and Doctor John Racey, and such other persons as may, under the provisions of this Act, become Governors of the said Hospital, shall be and are hereby declared to be a body politic and corporate, under the name of Jeffery Hale's Hospital of the City of Quebec; and the said body corporate shall be able and capable in law to sue and be sued, implead and be impleaded, and shall have the other corporate powers vested in Corporations by the Interpretation Act, and shall have power, from time to time, to make such by-laws and regulations for the government of the said Hospital, and of the officers of the said body corporate, as shall be required or seem beneficial, and to alter and repeal the same and make others in their stead; provided always, that the same be not contrary to the laws of this Province nor to this Act; and shall also have power to hold, for the purposes of this Act, the moveable and immoveable property so bequeathed by the said Jeffery Hale, and any real or immoveable property and estate requisite and necessary for the actual use and occupation of the said Corporation; and the said Corporation may also acquire any other real estate or any interest therein by gift, devise or bequest; and the Corporation may hold such estate as may not be necessary for its actual use and occupation for a period of not more than three years; and any estate so acquired, if not necessary for actual use and occupation as aforesaid, and if not alienated or disposed of within the said three years, shall revert to the party from whom the same was acquired, his heirs or other representatives; and the said Corporation are empowered to hold moveable property, and to sell and assign the same, and any real or immoveable property that it may be or become possessed of;

provided always, that all the property of the said Corporation, real or personal, shall be applied solely to the purposes aforesaid, and to no other use or purpose whatever. Proviso.

2. The said Christian Wurtele, the Reverend David Marsh, and Doctor John Racey, shall be the Governors of the said Hospital for life; and they may, by a unanimous vote, at a meeting duly convened, nominate and appoint additional governors for life of the said Hospital, and such governors shall have the same power and authority as the persons before named; and the said governors, or the survivors of them, by a unanimous vote, shall, from time to time, appoint other governors, and shall annually appoint their president; provided, however, that the said Christian Wurtele shall, during his natural life, be the President of the said Corporation, and, in all cases of an equal division of opinion, have a casting or second vote; and a like power is given to his successor; and provided always, that at no time shall the number of governors exceed six, nor shall any person be appointed governor, or hold the office, unless he professes the Protestant faith. Who shall be life members of the Corporation.

3. The Corporation shall, at all times, when thereunto required by either branch of the Legislature, or by the Auditor-General, make a full return of its property, real and personal, and of its receipts and expenditure, for such period, and with such details and other information as may be required. Proviso.

4. This Act shall be deemed a Public Act. Corporation to make returns to the Legislature, &c., when required.

running to the edge
A House with a garden overlooking
of the cliff - corner of ~~the~~ Harris Street &
Richelieu Street was bought in Decr 1865
& the hospital opened in it in June 1867
~~The present building~~
This was found to be inadequate for the
number of patients, & a large property was
purchased from the H. & J. de la on Chisfaston
Street and a fine ~~large~~ ^{large} structure erected
& fitted with all modern appliances, & an
infectious ward erected some distance
in rear - the new hospital was opened
on 1901

24th Description
8 Decr 1900

Present from

June 1901

J. J. Ross President
W. Marsh Secy
C. P. Champion Treasurer
W. L. Price
J. C. Thomson
J. H. H. H.
J. H. Thomson
E. E. Webb

OFF

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OFFICERS OF THE JEFFERY HALE HOSPITAL.

Governors for Life.

CHRISTIAN WURTELE, PRESIDENT.

REV. DAVID MARSH,

GEO. CARLETON HALE,

JOHN RACEY, M.D.

HON. EDWARD HALE.

JAMES S. CRAWFORD,

Treasurer.

CHRISTIAN WURTELE.

Secretary.

JOHN RACEY, M.D.

Physicians.

JOHN RACEY, M.D.

| WILLIAM BOSWELL, M.D.

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BY-LAWS,
RULES, AND REGULATIONS,
OF THE
JEFFERY HALE HOSPITAL.

By-Laws, Rules, and Regulations, for the government of the Officers, Patients and Servants of the "Jeffery Hale Hospital," at Quebec, made, established and ordained by the President and Governors thereof on the eighth day of April, in the year of our Lord one thousand eight hundred and sixty-seven.

CHAPTER 1.

OF THE GOVERNORS.

1. The Annual General Meeting of the Corporation shall be held on the second Monday of January, when the Report, with Treasurer's accounts, for the preceding year, shall be submitted; and the President, Treasurer and Secretary shall be elected for the ensuing year.

2. A Quarterly Meeting of the Governors shall be held in the Committee Room of the Hospital, or other convenient place, on the second Monday of the months of January, April, July and October, in each and every year, at two o'clock, p.m.

3. Three or more Governors, convened according to the By-laws of the Corporation, of whom the President must be one, shall be competent to transact all business relative to the said Corporation, in as far as they are authorized by the Charter.

4. The Governors shall, in rotation, visit the Hospital at least twice a week, and shall enter their names in a book, with such observations relating to the Institution as they shall think necessary.

5. The Governors may, from time to time, in the manner prescribed by the Charter, fill up vacancies that may occur amongst themselves, ten days' notice at least, in writing, of the election being given to all the Governors; the new Governors having been first proposed and recommended for election at a quarterly meeting.

CHAPTER II.

OF THE COMMITTEE OF MANAGEMENT.

1. The President, Treasurer, and Secretary shall be a Committee of Management, and shall meet at the Hospital at least once a week, and shall have power, and it will be their duty, to inquire strictly into the domestic economy of the house; to order all things necessary for the same; to inquire into

the conduct of the Officers, Matrons, Stewards, and Servants of the Hospital, and report thereon; to order all repairs; to oversee and control everything connected with the management of the Hospital; to inspect and approve all accounts, and order payment of the same.

2. They shall have the general charge and care of the property of the Corporation, and shall enforce all necessary attention to economy, cleanliness, and good conduct.

3. They shall have the power, and it shall be their duty, to engage and discharge all servants of the Hospital, and fix their wages.

4. They shall, at each quarterly meeting of the Governors, report the state of the Hospital, and the state and the number of patients admitted and discharged during the preceding quarter.

5. They shall lay before the Governors, at every meeting, the book containing the minutes of their proceedings.

CHAPTER III.

OF THE TREASURER.

1. The Treasurer shall give security, if required by the Governors, for the due accounting for and payment of the money which he shall from time to time receive for the use of the Hospital.

2. He shall have the custody of all bonds, title-deeds, documents, and other papers relating to the property of the Corporation.

3. He shall also receive all moneys belonging to the Corporation, and pay out the whole, or any part thereof, on receipt of a written order from the Committee of Management, but not otherwise.

4. He shall deliver to the Secretary, three days at least previous to the General Annual Meeting, in each and every year, a full statement of all his accounts, with the vouchers, for the preceding year, to be laid before the said meeting.

CHAPTER IV.

OF THE SECRETARY.

1. The Secretary shall attend at all meetings of the Governors, take minutes of the proceedings of each meeting, and transcribe the same in a book.

2. He shall, at each meeting of the Governors, read the proceedings of the last meeting.

3. Through him all communications, of whatsoever nature, shall be made to the Governors, and by him from the said Governors to the public, or any department of the Hospital.

4. He shall, immediately after the election of the Governors or other officers of the Hospital, give notice thereof, in writing, to the different persons elected.

5. He shall furnish to the Governors, at their Annual Meeting, a report of their proceedings during the past year.

6. One day previous to each and every meeting of the Governors, it shall be his duty to send notice

of the time and place of such meeting to each Governor; and on being requested by the President, or two or more Governors, he shall call meetings for special business.

CHAPTER V.

OF THE STEWARD.

1. The Steward shall purchase, under the direction of the Committee of Management, fuel, provisions, and all other stores for the use of the Hospital, except medicines and medical stores, and shall be accountable for the same.

2. He shall keep, in books provided for that purpose, an account of all stores brought into the Hospital; and shall not deliver any stores under his charge, unless on a requisition from the Matron, entered by her in a book provided for that purpose.

3. He shall keep pass-books, into which shall be entered all articles purchased from those tradesmen with whom the Committee of Management may open accounts; and for all other articles he shall obtain bills of parcels; all of which he shall lay before the Committee of Management at each of their meetings.

4. He shall keep an account of the moneys due by the pay-patients, if any, and collect the same.

5. He shall present to the Committee of Management, every three months, or oftener, if required, a statement of his accounts, and shall shew his books when required.

6. He shall give timely notice, in writing, to the Committee of Management when any of the stores are nearly expended.

7. He shall, immediately on the admission of a patient, take an inventory, in a book to be kept for that purpose, of his or her clothes and other effects; shall order the clothes to be purified, if necessary, and shall be accountable for the safe delivery of the same to the patient on leaving the Hospital, or, in case of death, to any person whom the Committee of Management shall authorize to receive the same. Provided, that if the clothes of any patient be in such a state as to render it necessary that they should be burned, it shall be done, if sanctioned by the attending medical officer.

8. He shall keep, in a book for the purpose, an account of the servants' time and wages, and pay the same when ordered by the Committee of Management.

9. It shall be his duty to take care that every part of the premises, without the Hospital, be kept in proper order.

10. He shall keep the keys of the outer doors and gates, and lock them at ten o'clock, p.m., and open them at six, a.m., from the first of May to the first of November; and lock them at eight o'clock, p.m., and open them at seven, a.m., during the rest of the year, unless ordered otherwise by the Committee of Management, or, in case of emergency, for the service of the patients.

11. He shall report to the Committee of Management any misconduct or irregularity that may come under his notice.

12. He shall write the minutes, &c., of the Committee of Management, when required.

13. He shall lay his books of accounts on the table in the Committee-Room at all meetings of the Governors.

14. As soon as the body of a patient, dying in the Hospital, is laid out in the death-house, it shall be the duty of the Steward to see that the body be safely kept there until delivered for interment, or to such authorized party as the law may direct; and he shall be responsible for the faithful execution of his duty.

15. He shall give reasonable security to the Governors for his fidelity, if required.

16. He shall not absent himself from the Hospital, except on duty, without permission.

17. When any patient shall wish it, the Steward shall send immediately, in writing, for such Protestant Minister as the patient may desire.

18. The Steward shall visit all the occupied wards in the Hospital at least once every morning and evening, and oftener when required so to do by the attending Medical Officer; he shall also be prepared to report to the attending Medical Officer the state of the patients since the last visit.

19. In any case of an urgent nature, the Steward shall immediately summon the attending Medical

Officer ; and if he cannot be found, he shall call upon the nearest member of the Medical Board.

20. He shall have charge of all the surgical instruments and medical stores belonging to the Hospital, and shall be responsible for the same.

21. He shall be responsible for the affixing of the names and other particulars of all the patients at their bed's head ; and he shall enter in the register of patients the name, sex, age, religion, country, place of residence, and time of admission of every patient received into the Hospital ; also, the name of the person by whom the patient has been recommended.

22. It shall be his duty to notify the members of the Medical Board whenever a consultation is required.

23. He shall draw up a quarterly report of the state and number of patients admitted and discharged previously to the meetings of the Governors and the Committee of Management.

24. He shall deliver to the Nurses the different medicines, &c., ordered for the patients of each, the directions for which shall be legibly written or printed, and affixed upon each phial, book, or parcel.

CHAPTER VI.

OF THE MEDICAL BOARD.

1. The Medical Board of the Jeffery Hale Hospital shall consist of the consulting and attending Physicians and Surgeons.

2. No person shall be eligible to the office of attending Physician or Surgeon who is not a graduate of a University or College in the British dominions, or a licentiate or member of a College of Physicians or Surgeons of Great Britain and Ireland, or other in the British dominions, of at least three years' standing, and who is, moreover, not licensed to practise in this Province.

3. The attending Medical Officers shall alone have the power to admit and discharge any patient, and to regulate the diet of the patients.

CHAPTER VII.

OF THE MATRON.

1. The Matron shall visit the wards of the Hospital every morning at eight, every afternoon at one, and every evening at eight o'clock, and oftener if necessary; at these visits she shall see that the wards are properly attended by the Nurses, and that all the patients are in their respective wards, and report to the Steward the names of such patients as are absent without leave from their respective wards.

2. She shall oversee the conduct of the patients and servants, and take care that the wards, apartments, beds, clothes, linen, &c., are kept clean and in good order.

3. She shall have charge of all the furniture, beds, bedding, and dresses belonging to the Hospital, as far as regards her department.

4. She shall report any misconduct of the patients or servants, or any other irregularity occurring in the house, to the attending Physician or Surgeon; or in his absence, to the Steward or to the Committee of Management.

5. She shall prevent anything being taken into the wards except that which is ordered.

6. She shall not admit any person or persons to see any patient, or patients, except at the hours appointed by the Medical Board of the Hospital.

7. She shall superintend the preparing of the diets of the patients, and be particular that the same diets, in the quantity and at the time prescribed, be given, and nothing else; she shall also keep a diet list, with the number of patients on each diet.

8. She shall not absent herself from the Hospital without the leave of the Steward.

CHAPTRR VIII.

OF THE NURSES.

1. When a patient is admitted into the Hospital, the Nurse of the ward to which such patient may be ordered shall immediately wash his or her face and hands, neck and arms, feet and legs, with tepid water; she shall give him or her (if he or she have none) an Hospital-shirt and nightcap, and shall deliver without delay his or her clothes, after an inventory of them has been taken, to the person ordered by the Steward to receive them.

2. The Nurse shall, at the next visit, state to the attending Physician or Surgeon such circumstance or circumstances as may tend to throw light on the case, and shall be ready to do the same, if required, at each succeeding visit.

3. In the event of any patient being seized with violent or alarming symptoms, she shall give immediate notice thereof to the Matron or Steward.

4. The Nurses, when ordered by the Matron, shall change the patients' linen, bed-linen, and bedding.

5. They shall receive no medicines sent to the wards, unless labelled and directed.

6. When a death occurs, the Nurse of the ward shall immediately give notice to the Steward.

7. They shall clean their respective wards, &c., at eight, a.m., from the first of May to the first of November, and at nine, a.m., the remainder of the year.

8. The Nurses shall be diligent in complying with the orders of the Medical Officers and Matron, and they shall behave with tenderness to the patients.

9. They shall pay particular attention to the patients, supplying them with the drinks prescribed, and shall assist them when they are unable to assist themselves.

10. They shall see that the patients take their medicines as prescribed.

11. They shall never, on any account, allow anything to be brought into the wards, or given to the patients, except that which is ordered.

12. They shall give immediate notice to the attending Physician or Surgeon, or, in his absence, to the Steward or to the Matron, when any patient or patients shall have violated any of the By-laws of the Hospital.

13. They shall always keep themselves clean and decently clothed.

CHAPTER IX.

OF THE ADMISSION OF PATIENTS.

1. Every Governor and Medical Officer of the Hospital, and the Ministers belonging to the different Protestant congregations of this city, may recommend patients to be admitted into the Hospital in the manner and form hereinafter prescribed; but it shall be the exclusive prerogative of the attending Physician or Surgeon, as the case may be, to judge if the person so recommended be labouring under such disease as is admissible into the Hospital.

2. No patient shall be admitted into the Hospital whose case shall be considered incurable, contagious, infectious, or who is insane, nor whose case does not require the particular benefit of indoor practice.

3. No woman in advanced pregnancy shall be admitted.

4. No children under twelve years of age, except in cases where the greater operations are to be performed, shall be admitted into the Hospital.

5. The applicants for admission shall attend at the place appointed for that purpose, in the Hospital, at any time from nine o'clock till ten o'clock, a.m.

CERTIFICATE FOR THE ADMISSION OF PATIENTS.

QUEBEC, day of 18 .

SIR,

I recommend

a resident of Quebec, to be admitted into the JEFFERY HALE HOSPITAL, if be thought a fit object for admission ;
and, if requested, will remove from the Hospital.

To

The Attending Medical Officer,
The Jeffery Hale Hospital.

A Medical Certificate, stating the nature of the disease, must accompany this recommendation. Contagious and chronic diseases not admissible.

CHAPTER X.

OF THE PATIENTS.

1. No patient shall smoke in the house or on the galleries, make use of obscene or profane language, nor leave the ward in which he or she shall have been placed, without permission from the attending

Physician or Steward, or unless required by him to give assistance.

2. The patients shall not play at cards or dice, or any other game.

3. They shall conduct themselves with due respect to the Matron, Nurses, and Servants of the Hospital.

4. No male patient, under any pretence whatsoever, shall enter the apartments or wards for females, unless required by the Physician to give assistance; nor shall a female enter the apartments or wards for males.

5. No patients shall allow their friends to bring to them, nor shall they use, anything whatsoever except the diet prescribed, without permission from the attending Physician or Surgeon.

6. Every patient shall retire to bed at nine, p.m., from the first of May to the first of November; at eight, p.m., from the first of November to the first of May; and those who are able shall arise at seven, a.m., during summer, and at eight, a.m., during winter.

7. Such patients as shall be considered able shall assist the Nurses and other Servants of the Hospital in nursing the patients, making the beds, cleaning the wards, and doing such other work as the attending Physician or Surgeon may direct. Any patient or patients not conforming to the By-laws or Rules of the Corporation shall incur the penalty of expulsion.

8. When any patient is discharged from the Hospital for irregular conduct, the Steward shall

give notice thereof, by letter, in the form and manner following, to the person who shall have recommended such patient :

THE JEFFERY HALE HOSPITAL,

day of 18 .

SIR,—I am directed to inform you that A.B., recommended by you, has, this day, been discharged from the Hospital, for irregular conduct, by Dr. attending.

Steward.

9. The body of any patient dying in the Hospital shall not be removed for interment until twenty-four hours, in summer, and thirty-six in winter, shall have elapsed after the death of the patient, without a written permission from the Medical Officer.

10. That, for the purposes of pathological investigation, the attending Medical Officers of the Hospital shall have the power of examining, *post-mortem*, the bodies of patients deceased within it, at their discretion ; and such examination shall only be made in the presence or by the order of the same.

CHAPTER XI.

OF THE PENALTY OF RECEIVING ANY FEE OR REWARD.

1. No Governor, Officer, or other person connected with the Jeffery Hale Hospital, shall at any time presume, under any pretence whatever, on pain of expulsion, to give to or take from any tradesman, patient, servant, or any other person or persons, any reward or gratuity, of whatever kind, directly or indirectly, for any services done or to be done, or

proposed to be done, on account of or relative to the said Hospital, except in the case of Physicians to the Institution, who, for the accommodation of their private patients, may bring them into the pay-ward of the Hospital when it does not interfere with the objects of the Institution.

CHAPTER XII.

When a pauper dies in the Hospital (if the body be interred), the Steward shall give notice thereof to the minister to whose congregation or church he or she may belong; and the Porter shall, if necessary, assist the Sexton at the grave; and in such cases the Committee of Management are authorized to request the different religious communities to which they may have belonged to provide for the funerals of such, unless the bodies are otherwise disposed of by law.

CHAPTER XIII.

OF ALTERING, REPEALING, AND MAKING REGULATIONS AND STATUTES.

No additional By-law, Regulation or Statute shall hereafter be made, nor shall any of those already existing be in any way altered or repealed, except a special motion for such alteration, repeal, &c., be made and received at one of the quarterly meetings of the Governors, and passed at the next quarterly meeting.